



AGENDA

Town of Hooksett Town Council

Wednesday, February 24, 2021 at 5:00 PM

A meeting of the Town Council will be held Wednesday, February 24, 2021 in the Hooksett Municipal Building commencing at **5:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-ATTENDANCE**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
 - 8.1. Public Hearing to accept the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31:95-e II. 5 - 9
[Staff Report - SR-21-010 - Pdf](#)
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Police Departmental Annual Award Ceremony - Part I
 - 9.2. Hooksett Municipal Employee - New Hire
10. **SCHEDULED APPOINTMENTS**
 - 10.1. Police Chief Janet Bouchard - Presentation on Police Protocols
 - 10.2. Todd Rainier, Town Clerk and Cindy Robertson, Town Moderator & Don Riley, Alt. Town Moderator - March 9, 2021 Town Election Preparations
 - 10.3. Jason Reimers, BCM Environmental and Land Law - Corriveau Drive
11. **CONSENT AGENDA**
 - 11.1. \$2,000 check from HealthTrust to the Town of Hooksett for the 2021 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000. 11 - 14
[Staff Report - SR-21-016 - Pdf](#)
12. **TOWN ADMINISTRATOR'S REPORT**
13. **PUBLIC INPUT - 15 MINUTES**
14. **NOMINATIONS AND APPOINTMENTS**

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

15. BRIEF RECESS

16. OLD BUSINESS

- 16.1. Corriveau Drive - Further Discussions Regarding Status Future Driveway and Subdivision Plans Relating to Abutting "Future Access" Roads to Demers Property and Other Properties and Disposition of Logging Equipment on "Future Access Road E". 15 - 17

[Staff Report - SR-21-019 - Pdf](#)

17. NEW BUSINESS

- 17.1. New Appointment of Health Officer - Dana Pendergast and Renewal of Deputy Health Officer - Cpt. Joe Stalker 19 - 22

[Staff Report - SR-21-020 - Pdf](#)

- 17.2. To accept the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31:95-e II. 23 - 24

[Staff Report - SR-21-011 - Pdf](#)

- 17.3. Safety Center Access Control Bids 25 - 28

[Staff Report - SR-21-015 - Pdf](#)

18. APPROVAL OF MINUTES

- 18.1. Public: 02/06/2021 Special Meeting 29

[TC Minutes Special Meeting 02.06.2021](#)

- 18.2. Public: 02/10/2021 31 - 38

[TC Minutes 02102021\[13898\]](#)

- 18.3. Non-Public: 02/10/2021 #2 unsealed 39 - 41

[02102021 NON-PUBLIC - 2 NOT SEALED](#)

- 18.4. Non-Public: 02/10/2021 #1 sealed

19. SUB-COMMITTEE REPORTS

20. PUBLIC INPUT

21. NON-PUBLIC SESSION #2 NH RSA 91-A:3 II

22. ADJOURNMENT

PUBLIC INPUT

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.

4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to accept the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31:95-e II.
Meeting: Town Council - 24 Feb 2021
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On January 28, 2021 representatives of the Hooksett Fire and Police Departments met with representative of Ocean State Job Lot to pick up the donation of two pallets of the items listed below:

KN95 masks
Face Shields
Hand Wipes
Anti-bacterial Wipes
Hand Sanitizer
Estimated retail value according to Ocean State Job Lot is, \$12,000.00.

These items will be used to protect staff and the public during the COVID-19 pandemic.

See attached letter from Marc Perlman, Principal Owner and CEO of Ocean State Job Lot.

RSA 31:95-e, II = any property (other than money), if the value is over \$5,000 there must be a public hearing to accept. A Public Hearing Notice was published in the Union Leader on February 14, 2021.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open public hearing, close public hearing and see new business.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Recommendation under New Business

ATTACHMENTS:

[Letter From Ocean State Job Lot](#)

[Public Hearing 2021](#)

HOOKSETT POLICE DEPT.



January 5, 2021

To Fire Chiefs and Police Chiefs in the Communities We Serve,

We hope this letter finds you, your families, and your departments well. As we start a new year, we recognize that the coronavirus vaccine brings all of us hope for a better year ahead, though we won't return to normalcy for some time.

Thanks to the generosity of Ocean State Job Lot customers and the efforts of our buying team, **we are pleased to be able to make another contribution of PPE to your departments** as you continue to work on the front lines to serve our communities.

Please accept this donation of KN95 masks, face shields, hand sanitizer and disinfecting hand wipes. Each of you will receive a pallet-full of merchandise as itemized on the attached list. The total retail value of this product is approximately \$6,000 per pallet, or \$12,000 for each community.

We know you are well informed about the specific needs in your individual communities. Please share excess supplies with the organizations that you feel are most appropriate.

We understand that this has been an incredibly challenging time for those who protect and serve our communities, and we remain grateful for everything that you and your teams do every day.

Your friends at Ocean State Job Lot,

A handwritten signature in black ink, appearing to read "Marc Perlman", written over a horizontal line.

Marc Perlman
Principal Owner and CEO

Itemized List of PPE provided:

DESCRIPTION	CASE PACK	# OF CASES	TOTAL
KN95 Masks	20	2	40
Face Shields	240	1	240
Hand Wipes 20 ct	96	2	192
Hand Wipes 40 ct	24	4	96
Hand Wipes 100 ct	12	4	48
Anti-bacterial Wipes 40 ct	24	4	96
3.4 oz Hand Sanitizer	96	1	96
4.2 oz Hand Sanitizer	50	2	100
12 oz Hand Sanitizer	12	8	96
16 oz Hand Sanitizer	24	4	96
16.9 oz Hand Sanitizer	16	3	48
33.8 oz Hand Sanitizer	12	4	48
64 oz Hand Sanitizer	6	5	30

Town of Hooksett

Public Hearing Notice

The Hooksett Town Council will be holding a public hearing on Wednesday, February 24, 2021, at 6:00 pm at the Hooksett Town Hall in Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation of PPE, Hand Wipes and Hand Sanitizer, valued at \$12,000.00 for the Hooksett Fire and Police Departments. For further information, please contact Captain Jake Robie at jrobie@hooksettpolice.org or 603-624-1560.

Town Council STAFF REPORT



To: Town Council
Title: \$2,000 check from HealthTrust to the Town of Hooksett for the 2021 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.
Meeting: Town Council - 24 Feb 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

HealthTrust provides healthcare coverage to New Hampshire public sector employees. The Town of Hooksett contracts with HealthTrust for the Town's medical (Anthem) and dental (Delta) coverage. As a HealthTrust member, they offer a Wellness Coordinator Program. Four (4) Town employees are Wellness Coordinators. These coordinators help to motivate our co-workers to make healthy choices, to incorporate a culture of health in their work environments and promote the Slice of Life Program (see attached).

Based on Hooksett's 2020 Wellness Campaigns, HealthTrust has provided our Town a \$2,000.00 check toward the implementation of our 2021 town-wide wellness program(s). 2020 Wellness Campaigns were amended throughout the year to comply with COVID-19 protocols and include but are not limited to:

- **February 2020**
 - **Heart Healthy** - Fitting in Fitness Webinar, payroll staffer - Convenient MD & LabCorp preventive screenings, Avocado Nutrition for Valentine's Day and raffle prize(s)
- **September 2020**
 - **Health Fair & Flu Clinic** - vendor tables - Aflac, Citizens Bank, Clearchoice Urgent Care, Host table - material on EAP, Slice of Life, Biometric Screening, medical and dental, raffle prize(s) and nurse station for flu shots
- **October-December 2020**
 - **Let it Go - mental health awareness** - payroll staffers - EAP & NAMI, NAMI presenters, site prop "note jars" anonymously write stress trigger(s) and Let it Go in jar - top 5 stress triggers shared with employees, raffle prize(s), all employees received Smiley Cookie (know the facial recognition signs of mental health) and fuzzy headed stress ball

On average, Americans spend more than one-third of their day, 5 days a week, at their workplace. Programs that promote healthy workplaces can improve the lives of workers and lower costs for employers. Chronic diseases and related lifestyle risk factors are one of the leading drivers of health care costs of employers. Impact of employee health issues may result in lost productivity, presenteeism, short-term disability, long-term disability, absenteeism and workers compensation.

Town Administrator Garron fully supports our employees' well-being and the Town of Hooksett's 2021 town-wide wellness program(s). The Town's Wellness Coordinators have completed the HealthTrust sponsored 2021 academy and will be coordinating program(s) throughout the year.

FINANCIAL IMPACT:

Wellness Campaign costs are taken out of Administration Wellness Account #001-000.220.029.000.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Accept \$2,000 check from HealthTrust to the Town of Hooksett for the 2021 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

SUGGESTED MOTION:

Accept \$2,000 check from HealthTrust to the Town of Hooksett for the 2021 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2021 Slice of Life Flyer](#)



Our voluntary 2021 Slice of Life wellness program offers you resources to achieve and maintain optimal health, and rewards you when you make smart lifestyle choices.

\$575 VALUE!

Earn up to \$475 in wellness incentive rewards plus a \$100 fitness device credit!



866.564.5237

www.healthtrustnh.org

To start earning rewards, log in to your secure online account at www.healthtrustnh.org and click the Onlife Health button.

Please note: The amount of any cash and the value of any other wellness incentive rewards received from HealthTrust are taxable to the recipient for federal income tax purposes. The Slice of Life program begins on January 1 of each year and is available to Employees, Retirees and Spouses covered under a HealthTrust medical plan.



Health Assessment (HA) – “Know Yourself”

\$25/year

Your choice! Earn \$25 when you:

- Answer the questions in the first module of the confidential Health Assessment to receive a “snapshot” report of your current health *or*
- Complete a longer version to receive an in-depth Personal Wellness Report.



Biometric Health Screening – “Know Your Numbers!”

\$75/year

- Confidential
- Three options for screening:
 - Attend a HealthTrust screening event.
 - Have your screening at a ConvenientMD location.
 - Complete a screening with your Primary Care Provider.*
- Learn the vital health numbers that impact your health.

*Enrollees with Medicare/ Medicaid coverage are not eligible to receive rewards for screenings with a PCP, but can qualify for a \$75 reward by having a Biometric Health Screening at a HealthTrust-sponsored screening event or at a ConvenientMD location.



Health Coaching – Support for Healthy Habits

up to \$75/year

- \$25 per completed Health Coaching engagement, up to 3x/year, maximum of one in any quarter.
- Goals need to be at least 30 days long.



Personal Wellness Journey – Challenge Yourself!

Quarterly Rewards for Healthy Activities - up to \$75/quarter, \$300/year

- Earn a minimum of \$40 in a quarter to receive a wellness incentive reward for that quarter. The maximum reward available in any quarter is \$75.
- Choose the activities you want to do! Here are just a few ways to earn rewards.
 - **Healthy Habits Rewards** – Earn up to \$25 per quarter toward your quarterly maximum when you or your covered dependents complete a healthy activity – e.g., a class in yoga, nutrition, or CPR; running in a road race; skiing, hiking, or other activity. No receipts or paper forms to submit!
 - **Tracking** – Use a connected app, fitness tracker, blood pressure monitor, smart scale, or log in to your secure account at www.healthtrustnh.org and click the Onlife Health button to track nutrition, steps, or other activity.
 - **Challenges** – Participate in a personal challenge and/or join a quarterly group challenge.
 - **Learn!** – Complete a self-guided program online.

Order a Device - up to \$100/year toward the purchase of a fitness device

- Always wanted a fitness tracker, blood pressure monitor or smart scale? Log in to your secure account at www.healthtrustnh.org, click the Onlife Health button and follow the prompts to choose and order your device.

For more expensive devices, \$100 will be deducted from the cost and you will need to provide a credit card to pay for the balance.





HealthTrust 360

HealthTrust 360 programs support you through everyday life and difficult times. These total well-being resources are voluntary, confidential, and available to qualifying individuals covered by a HealthTrust medical plan. HealthTrust 360 programs go beyond helping you stay healthy, they help you thrive!

Medical Advocacy and Consumerism

- **SmartShopper***
866.319.3706 | www.healthtrustnh.org
Earn rewards** by making informed healthcare decisions.
- **Grand Rounds***
855.633.8341 | www.healthtrustnh.org
Help for complex medical care: Expert second opinions, treatment decision support, referrals to local experts for in-person visits.
- **ConvenientMD, www.convenientmd.com**
Biometric Health Screenings, free flu shots - no appointment needed.

24/7 Access

- **LiveHealth Online, www.livehealthonline.com**
See a doctor anytime or a behavioral health expert by appointment without leaving your home.
- **Anthem 24/7 NurseLine, 800.337.4770.**
Speak to a registered nurse 24/7 for non-emergency medical help.

*Individuals covered by a Medcomp Three plan are not eligible to participate in this program.

** The amount of any cash and the value of any other wellness incentive rewards received from HealthTrust are taxable to the recipient for federal income tax purposes.

*** Requires enrollment in a HealthTrust medical plan that includes CVS Caremark Prescription coverage.

Learn more! Create an account on HealthTrust's Secure Enrollee Portal (SEP) at www.healthtrustnh.org and log in often! To contact HealthTrust Enrollee Services, call 800.527.5001, or send us a message through the SEP Secure Message Center.

Health Management

- **CVS Transform Diabetes Care®*****
800.945.4355 | www.join.livongo.com/healthtrust/register
Manage your diabetes better with expert help and a free glucose monitor. Available to eligible individuals prescribed medication for diabetes.
- **Solera* Diabetes Prevention Program**
877.486.0141 | www.solera4me.com/healthtrust
Get help preventing prediabetes from progressing. Take a 1-minute quiz to see if you qualify.
- **CVS Caremark® Accordant Specialty Care*****
844.905.0855 | www.accordant.com
Personalized help for managing a complex health condition.
- **Anthem Programs:**
 - **Future Moms, 866.347.8360.**
\$50 reward*, RN phone consultations
(Covered dependent children are not eligible for the \$50 reward.)
 - **ConditionCare, 866.596.9812.**
Support for managing a chronic condition.
 - **ComplexCare.** Help coordinating multiple care providers
- **HealthTrust Flu Vaccine Program:** Free flu shots available right at your workplace!

Support

- **LifeResources Employee Assistance Program:**
800.759.8122 | www.healthtrustnh.org
Complimentary consultations for behavioral health issues, financial or legal guidance, robust online resources.
- **Aware Recovery Care:**
844.AwareRC | 844.292.7372 | 603.769.8463
www.awarerecoverycare.com
In-home recovery care available to individuals age 17 and older with substance use disorders.

Rev. 12/15/20

Town Council

STAFF REPORT

To: Town Council
Title: Corriveau Drive - Further Discussions Regarding Status Future Driveway and Subdivision Plans Relating to Abutting "Future Access" Roads to Demers Property and Other Properties and Disposition of Logging Equipment on "Future Access Road E".
Meeting: Town Council - 24 Feb 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

This Item was tabled at the January 20, 2021 meeting of the Town Council.

#81 Corriveau Drive (Lot 27-46-22) is a 5.15 acre lot and is located adjacent to a "Future Access" road or "paper street" to property owned by Developer Dennis Demers (Lot 27-4) approximately 12 acres in size. Mrs. Moser was concerned that any developments proposed for the site could be detrimental to her property with particular concern of excessive runoff that could result in erosion and damage to their property.

Concerns regarding access to the properties located at the end of the other "paper streets" off Corriveau Drive have developed into a neighborhood issue since there are several of these paper streets off Corriveau Drive. These concerns will be discussed at the meeting and actions may be taken regarding the alteration of status of some or all of the paper streets.

Current Zoning of the Corriveau Drive Area :

The Corriveau Drive area is zoned Low Density Residential (LDR). A brief summary of allowed uses are as follows:

- Single family dwellings (Accessory Dwelling Units are allowed in a single family dwelling)
- Religious facilities and grounds for games and sports
- General farming and forestry activities
- Subdivisions for manufactured housing

I've spoken to Dennis Demers regarding his plans for his property located at the end of the "Future Access" road. At this time he plans to build a single family house or other use as allowed by the established Zoning of the lot (see Zoning description below). Mr. Demers said that he has met with the Mosers who live adjacent to the ROW and has told them that he will put in his deed that no other development will take place on his property if they support his project of building a single family house.

I met with Mrs. And Mr. Moser at their property on November 16, 2020. Dennis Demers was present. I told Mrs. Moser that walking her property at this time was not necessary because I haven't received any plan or permit applications to date. I told her that once I received an application and/or plan, I would contact her and we would conduct a site walk on her property.

Trimbur Logging Equipment:

A related issue is that the Trimbur Forestry company has logging equipment situated in the paper street.

The Trimbur has stated that they intend to get a logging permit, move the equipment further into the site and continue logging.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

None at this time.

SUGGESTED MOTION:

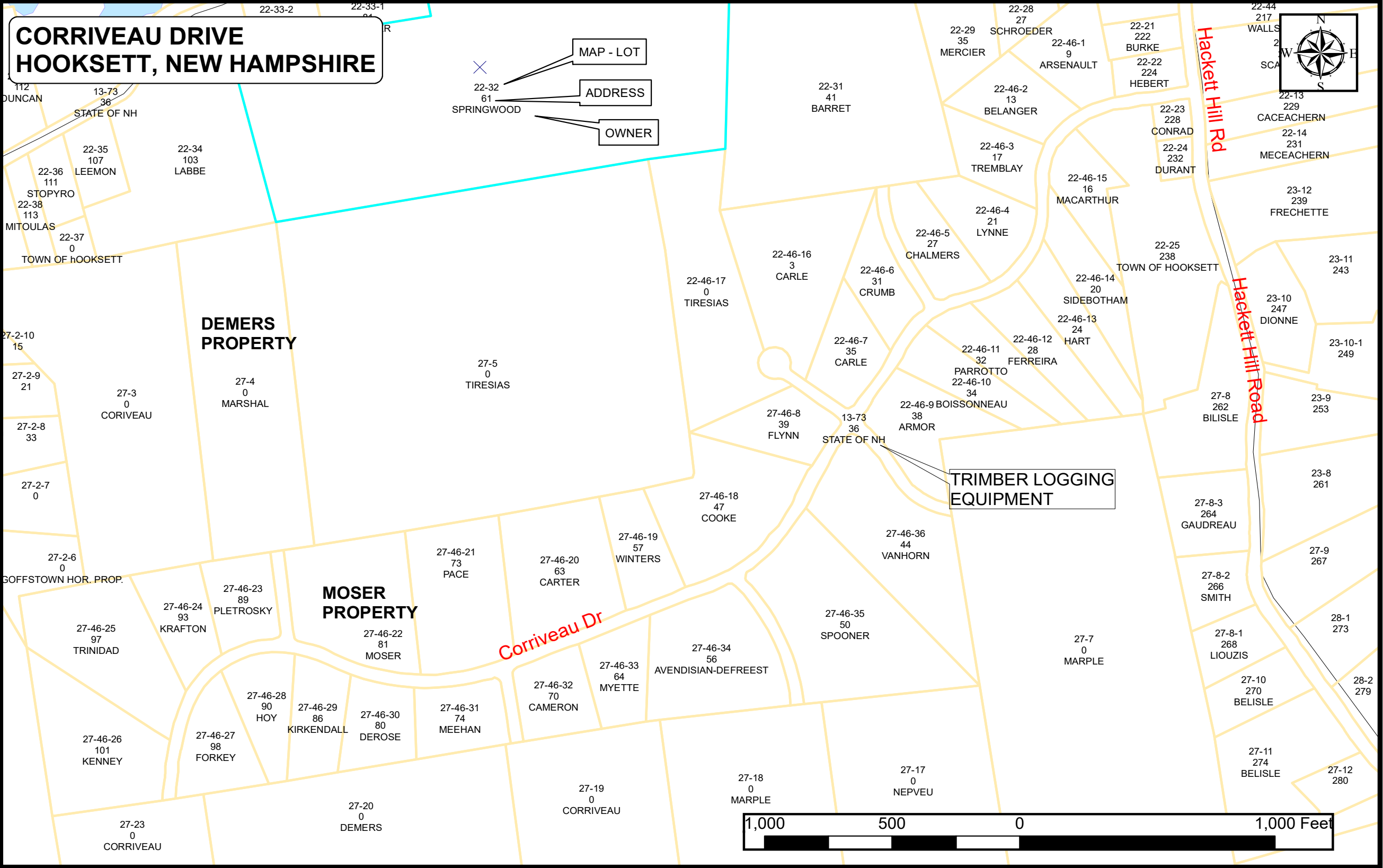
For Informational Use Only, no motion recommended at this time.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Information for Council to consider in determining the final disposition of the access ways within the Corriveau Drive development

ATTACHMENTS:

[0 Property Plan Corriveau Drive](#)



Town Council

STAFF REPORT



To: Town Council
Title: New Appointment of Health Officer - Dana Pendergast and Renewal of Deputy Health Officer - Cpt. Joe Stalker
Meeting: Town Council - 24 Feb 2021
Department: Community Development
Staff Contact: Kathy Lawrence, Community Development Clerk

BACKGROUND INFORMATION:

Former Hooksett Health Officer, Matthew Lavoie, is no longer employed as Code Enforcement Officer and has ended his appointment as Health Officer. Dana Pendergast, Hooksett Code Enforcement Officer, is seeking appointment as Health Officer for a three (3) yr term ending February 24, 2024. Renewal of Cpt. Joe Stalker, Deputy Health Officer, at this time is seeking a three (3) yr term ending February 24th 2024. This will keep both Health Officer and Deputy Health Officer on the same term schedule, as recommended by DHHS.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Per RSA 128. Motion to recommend end of appointment of Hooksett Health Officer Matthew Lavoie effective February 10, 2021. and A recommendation of the appointment of Dana Pendergast as Hooksett Health Officer for a three (3) year term and reappoint Hooksett Deputy Health Officer, Cpt. Joe Stalker, to a three (3) year term which shall run concurrently with their Health Officer's term, with a renewal date of February 24, 2024

SUGGESTED MOTION:

Per RSA 128. Motion to recommend end of appointment of Hooksett Health Officer Matthew Lavoie effective February 10, 2021. and A recommendation of the appointment of Dana Pendergast as Hooksett Health Officer for a three (3) year term and reappoint Hooksett Deputy Health Officer, Cpt. Joe Stalker, to a three (3) year term which shall run concurrently with their Health Officer's term, with a renewal date of February 24, 2024.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[TC 2021 Nomination Form](#)

[Lavoie 02102021](#)

HEALTH OFFICER AND/OR DEPUTY NOMINATION FORM

Application Information

Health Officer (HO) ☒ New Appointment ☐ Renewal
 Deputy Health Officer (DHO) ☐ New Appointment ☒ Renewal



Please complete the form as completely as possible, including cell phones and email. The information requested is required per New Hampshire State Law RSA 128 and ensures the ability of the New Hampshire Division of Public Health Services (DPHS) to communicate with Health and Deputy Health Officers during local or statewide emergencies.

If the health officer position is temporarily vacant, please identify one (1) person on the Board of Selectmen (BOS) to serve as the contact with DPHS. Please list that person's mobile phone number and email in case of health emergencies.

Per RSA 128 an appointment term is three years and Deputy Health Officer terms shall run concurrently with their Health Officers term.

Town Information Town: <u>Hooksett</u> Town Manager/Admin. Name: <u>Andree Garcon</u> Email: <u>AGarcon@Hooksett.org</u>		Board of Selectmen Information Mailing Address: <u>35 Main St.</u> City/State/Zip: <u>Hooksett NH 03106</u> Phone: <u>603-485-4117</u> Fax: <u>603-485-4118</u> Email: <u>AGarcon@Hooksett.org</u>	
Health Officer Information Name: <u>Dana Pendergast</u> Municipal Mailing Address: <u>35 Main St. Hooksett NH 03106</u> Home Mailing Address: _____ Preferred Mailing Address: Municipal <input type="checkbox"/> Home <input type="checkbox"/> Office Phone: <u>603-485-4117</u> Cell Phone (required): _____ Email (required): _____ Fax Line: <u>603-485-4118</u> Date of Birth: <u>1/1</u> Town has performed a background check: Yes <input type="checkbox"/> No <input type="checkbox"/>		Deputy Health Officer Information (if applicable) Name: <u>Joe Stalker</u> Municipal Mailing Address: <u>35 Main St. Hooksett NH 03106</u> Home Mailing Address: _____ Preferred Mailing Address: Municipal <input type="checkbox"/> Home <input checked="" type="checkbox"/> Office Phone: <u>603-315-7777</u> Cell Phone (required): <u>603-315-7777</u> Email (required): <u>jstalker@hooksett-nh.org</u> Fax Line: <u>603-626-6742</u> Date of Birth: _____ Town has performed a background check: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Primary Occupation (circle or bold) MD PA Nurse/NP Police Fire EMT/Paramedic Welfare Town Adm./Manager <u>Code Enforcement/Building Inspector</u> Board of Selectmen Health Officer/DHO Only Other _____ Town Position Type: (circle one) <u>Full Time</u> Part-time Per Diem Volunteer Signature of Health Officer: <u>[Signature]</u> Date: <u>2/11/21</u> Signature of Board of Selectmen: _____ Print Name: _____ Signature: _____		Deputy Occupation - (circle or bold) MD PA Nurse/NP Police <u>Fire</u> EMT/Paramedic Welfare Town Adm./Manager Code Enforcement/Building Inspector Board of Selectmen Health Officer/DHO Only Other _____ Town Position Type: (circle one) <u>Full Time</u> Part-time Per Diem Volunteer Signature of Deputy: <u>[Signature]</u> Date: <u>2/10/21</u> Print Name: _____ Signature: _____	

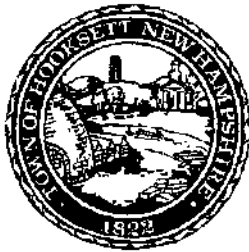
YOU MAY RETURN FORM VIA Email, Post or Fax:

EMAIL: Sophia.Johnson@dnhs.nh.gov

POSTAL SERVICE: Sophia Johnson, Health Officer Specialist,
 NH DHHS, Bureau of Public Health Protection, 29 Hazen Drive, Concord, NH 03301-6504 FAX: 603-271-8705 Phone: 603-271-3468

Do not write in this box — For State Office Use Only		
Appointment Date:	Expiration Date:	New/Renew

Last Revision Date: May 2020



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
(603) 485-4117

February 10th 2021

RE: Hooksett Health Officer

To whom it may concern,

Please except my request for End of Appointment as Hooksett Health Officer effective February 10, 2021

Regards,

Matthew Lavoie

Town Council **STAFF REPORT**



To: Town Council
Title: To accept the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31:95-e II.
Meeting: Town Council - 24 Feb 2021
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On January 28, 2021 representative of the Hooksett Fire and Police Departments met with representatives of Ocean State Job Lot to pick up two pallets of the items listed below:

KN95 Masks
Face Shields
Hand Wipes
Anti-bacterial Wipes
Hand Sanitizer
Estimated retail value according to Ocean State Job Lot is, \$12,000.00.

The items listed above will be used to protect staff and the public during the COVID-19 pandemic.

See attached letter from Marc Perlman, Principal Owner and CEO of Ocean State Job Lot

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation

SUGGESTED MOTION:

-Motion to waive Town Council rules of procedure and vote same night as public hearing.

-Motion to accept the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from Ocean State Job Lot, valued at \$12,000.00, to the Town of Hooksett for the Hooksett Police and

Fire Departments per RSA 31:95-e II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council **STAFF REPORT**



To: Council
Title: Safety Center Access Control Bids
Meeting: Town Council - 24 Feb 2021
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

The Safety Center solicited sealed Bids for updating the Access Control System for the Police and Fire Departments.

3 Bids were opened on 1/28/2021, the price sheets are attached. The Lowest bidder is Setronics Corp of Billerica, Mass.

The next lowest is Pro Technologies of Hooksett, NH. Staff is recommending Pro Technologies as the difference is less than \$1000.00 and still within budget. Lowest bid exception is allowed under the Administrative Policies and Procedures: Section 5.3.5 paragraph C, which states "local advantage will be considered but not mandated"

FINANCIAL IMPACT:

EMPG Grant for \$37,000.00, no Town funds.

POLICY IMPLICATIONS:

Lowest bid exception allowed under the Administrative Policies and Procedures Section 5.3.5 with approval of the Town Administrator.

SUGGESTED MOTION:

Motion to allow the exception of lowest bid under Section 5.3.5 of the Procurement Code, and award the Bid #21-01 to Pro Technologies for \$36,973.41

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the Fire and Police Department's recommendation to move for with the bid from Pro Technologies. Pro Technologies is a local business and the difference between their bid and the lowest bidder is \$999.

ATTACHMENTS:

[door access bids](#)

Attachment #1

Bid #21-01 Access Control Systems to the Safety Center

Bid FORM

Date: 1/15/2021

BID AMOUNT: \$36,973.41
(NUMERALS)

BID AMOUNT: Thirty-six thousand, nine hundred seventy-three dollars and forty-one cents
(WRITE OUT IN WORDS)

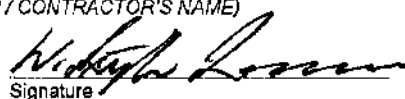
Available Start Date: Within 30 days following acceptance of bid

RESPECTIVELY SUBMITTED:

Pro Technologies - Safety Security & Comfort, L.L.C.

(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Steve Lawrence, Owner
Print Representative's Name and Title


Signature

1191 Hooksett Rd Suite 3, Hooksett, NH 03106
Address / Street-City-Zip Code

603-624-4221 / stevel@protechnologiesllc.com
Telephone Number and E-Mail Address

Person signing proposed bid must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

Notes to Bidders:

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- Responses in pencil will be considered invalid

Attachment #1

Bid #21-01 Access Control Systems to the Safety Center

Bid FORM

Date: January 27, 2021

BID AMOUNT: \$35,974.00

(NUMERALS)

BID AMOUNT: Thirty Five Thousand, Nine Hundred Seventy Four Dollars and 00/100

(WRITE OUT IN WORDS)

Available Start Date: 60 - 90 days post award

RESPECTIVELY SUBMITTED:

Setronics Corp.

(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Brian LaCroix - President

Print Representative's Name and Title

Signature

5 Executive Park Drive, Billerica, MA 01862

Address / Street-City-Zip Code

978-671-5450 / blacroix@setronics.com

Telephone Number and E-Mail Address

Person signing proposed bid must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

Notes to Bidders:

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- Responses in pencil will be considered invalid

Attachment #1

Bid #21-01 Access Control Systems to the Safety Center

Bid FORM

Date: January 28, 2021

BID AMOUNT: \$38,785.00
(NUMERALS)

BID AMOUNT: Thirty-eight thousand seven hundred and eighty-five dollars and zero cents
(WRITE OUT IN WORDS)

Available Start Date: March 15, 2021

RESPECTIVELY SUBMITTED: Johnson Controls Security Solutions, LLC

(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)
Christopher Lowe, Commercial Account Executive

Christopher D. Lowe
Signature

Print Representative's Name and Title
Address / Street-City-Zip Code: 35 Progress Avenue, Nashua, NH 03062
Telephone Number and E-Mail Address: 603-547-5288, christopher.darrow.lowe@jci.com

Person signing proposed bid must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

Notes to Bidders:

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- Responses in pencil will be considered invalid

**Town of Hooksett
Town Council Special Meeting Minutes
After Town Deliberative Session
Cawley Middle School
February 06, 2021**

CALL TO ORDER

Chair Sullivan called the February 06, 2021 meeting to order at 10:24 am.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Roger Duhaime

Missing: Councilor Alex Walczyk and Councilor Clark Karolian

NEW BUSINESS

▪ **Warrant Article #16**

D. Boutin motioned to approve the amendment to Warrant Article #16 made at the Deliberative Session on February 06, 2021, stating that \$65,000 for a Fire Command Vehicle will come from the Unassigned Fund Balance, with no amount from general taxation. R. Lapierre seconded the motion.

The motion carried (7-0).

R. Lapierre motioned to adjourn at 10:27 pm. T. Tsantoulis seconded the motion. The motion carried (7-0).

Respectfully submitted,

Recording Clerk
Kathleen Donnelly

Please see subsequent meeting minutes for any amendments to these minutes.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 10, 2021**

The Hooksett Town Council met on Wednesday, February 10, 2021 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 Feb 2021 to order at 6:01 pm.

NON-PUBLIC SESSION #1 NH RSA 91-A:3 II

D. Boutin motioned to enter non-public session at 6:01 pm, in accordance with the provisions of RSA 91-A:3, II (c) and (I). T. Tsantoulis seconded the motion.

RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

RSA 91-A:3, II (I) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll Call Vote #1

C. Karolian Aye

D. Boutin Aye

T. Tsantoulis Aye

R. Lapierre Aye

A. Walczyk Aye

R. Duhaime Aye

J. Durand Aye

C. Jones Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

D. Boutin motioned to leave non-public session and return to public session at 6:24 pm. T. Tsantoulis seconded the motion.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

C. Jones Aye

R. Lapierre Not present

A. Walczyk Aye

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted in favor (8-0).

Chair Sullivan motioned to seal the minutes of the non-public session because it is

TC MINUTES

02-10-2021

1

49 *determined that the divulgence of this information would likely render a proposed action*
 50 *ineffective. T. Tsantoulis seconded the motion.*
 51

52 **Roll Call Vote #3**

53 **D. Boutin** Aye
 54 **C. Jones** Aye
 55 **A. Walczyk** Aye
 56 **J. Durand** Aye
 57 **R. Duhaime** Aye
 58 **T. Tsantoulis** Aye
 59 **R. Lapierre** Not present
 60 **C. Karolian** Aye
 61 **J. Sullivan** Aye
 62 **Voted in favor (8-0).**
 63

64 Chair Sullivan called for a brief recess at 6:24 pm.

65
 66 Chair Sullivan called the public meeting to order at 6:29 pm.
 67

68 **PROOF OF POSTING**

69 Human Resources Coordinator Donna Fitzpatrick provided proof of posting.
 70

71 **ROLL CALL- ATTENDANCE**

72 **In Attendance:** Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor
 73 Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis,
 74 Councilor Clark Karolian, and Councilor Alex Walczyk
 75

76 **PLEDGE OF ALLEGIANCE**

77 Chair Sullivan called for the Pledge of Allegiance.
 78

79 **SPECIAL RECOGNITION**

80 **Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs**
 81

82
 83 Chair Sullivan called upon Fire Chief James Burkush to conduct the swearing-in ceremony.
 84

85 Chief Burkush: Thank you. We have three new firefighters to be sworn in tonight and we will also be
 86 pinning two new lieutenants. Gregory Beals served in the US Army for four years and then with the
 87 Jaffrey Fire Department. He has completed Firefighter 1 & 2 certification and is an A-EMT. He is now
 88 working on an additional degree from Wesleyan University. Joshua Noyes is 31 years old and spent
 89 three years with the Chichester Fire Department. He is married with three daughters and one son. He
 90 hopes to spend many years with Hooksett Fire. Jacob Andrews is the youngest of the three. He grew
 91 up in Dunbarton and enjoys spending time with his father, who has always been an important part of his
 92 life. He likes to spend his free time outside, playing basketball and doing things with his family. Being a
 93 firefighter requires passion and compassion. The pandemic has put a lot of stress on our families. Our
 94 firefighters have recently stepped up to work at vaccination sites. We are proud of the work we do every
 95 day, which involves rigorous training.
 96

97 Chief Burkush administered the oath to the new firefighters and this part of the ceremony was
 98 concluded with the pinning of badges.
 99

100 Chair Sullivan: As I always say, best of luck and stay safe.

101
102 Chief Burkush: Next I would like to introduce our two new lieutenants. We were tied up with COVID
103 issues and were not able to have this ceremony in the fall. Seth Miller came to us from Litchfield and
104 has been with us for two years. He reminds me of myself when I was young; he lives and breathes his
105 work as a firefighter. He has paramedic certification and is a phenomenal person. His promotion to
106 lieutenant occurred on October 01, 2020. Kristy Tobine has been with Hooksett Fire for five years. She
107 works at Station 1, mentors the female firefighters on the squad, and just welcomed a new grandchild.
108 Her promotion date was November 01, 2020.

109
110 Chair Sullivan: Congratulations to our newest lieutenants, and thanks to the family members here to
111 support them.

112
113 **Hooksett Municipal Employees – New Hires**

114 A. Garron: We have four new employees. The first three are the new firefighters we just met. We also
115 welcome Baxter Palmer, a new heavy equipment operator for the Recycling & Transfer Division of the
116 DPW.

117
118 **CONSENT AGENDA**

119
120 **To accept a \$1,000.00 (Check #11010-38523) donation, from Home Depot (store #3403), to the**
121 **Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).**

122
123
124 **To accept a \$160.00 (Check #290) donation, from Jillian Pekins of Valley Roofs & More, LLC of**
125 **Pembroke, to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA**
126 **31:95-b III(b).**

127
128
129 **Partial Surety Release from \$341,504.63 to \$25,000 for the Cornerstone Park Site located at the**
130 **northwest corner of Smyth Road and Londonderry Turnpike.**

131
132 ***T. Tsantoulis motioned to approve the first two items of the Consent Agenda. D. Boutin***
133 ***seconded the motion.***

134 ***Voted unanimously in favor (9-0).***

135
136 ***D. Boutin motioned to approve the third Consent Agenda item. R. Lapierre seconded the***
137 ***motion.***

138
139 R. Duhaime: What is the status of the landscaping on this project?

140
141 B. Thomas: They are not done with the landscaping.

142
143 R. Duhaime: Will the \$25,000 that remains cover the landscaping? Is there a landscaping bond?

144
145 B. Thomas: I am glad you asked that question. The site plan bond is calculated at 30% of the cost of
146 the entire project. I inflated that a bit. Some of the landscaping is done, and I have no reason to think
147 they won't finish. I also held back some funds for erosion control. This is a good developer.

148
149 C. Karolian: I have a question regarding soil erosion. There is a tremendous amount of difference in the
150 elevation between Smyth Road and their parking lot.

151
152 B. Thomas: They have a lot of stone riff raff to eliminate erosion.

153
154 C. Karolian: Does it go all the way around?

155

156 B. Thomas: No, and that is why I withheld some of the bond. I held back one-half of the amount
157 budgeted for erosion.

158
159 C. Karolian: I have a hard time wrapping my head around this, in general. Why do we require bonds but
160 developers get Cos to run their businesses before the jobs are complete?

161
162 B. Thomas: It would be a hardship on a developer if they place loam and seed in the fall but are not
163 able to open until Spring.

164
165 R. Lapierre: I have a point of order: We should restrict discussion to the matter at hand.

166
167 Chair Sullivan: Councilor Karolian, you can ask your questions during the Town Administrator's report.

168
169 D. Boutin: I call the question.

170
171 R. Duhaime: Can I ask one more question?

172
173 Chair Sullivan: We need to have a roll call on the request to call the question.

174
175 R. Duhaime: That will take more time than it will take to ask my question.

176
177 D. Boutin: I withdraw my request to call the question.

178
179 R. Duhaime: What about fencing? I believe there is fencing in the back on the site plan.

180
181 B. Thomas: They have a guardrail.

182
183 Chair Sullivan called for a vote on the motion to approve the partial surety release for the Cornerstone
184 Park Site.

185
186 ***The motion carried (6-3).***

187
188 **TOWN ADMINISTRATOR'S REPORT**

189 A. Garron: The number of active COVID cases is down to 37 as of yesterday, from 59 as of January
190 20th. The total number of cases in Hooksett stands at 931. We are heading in the right directions. In
191 March the vaccine distribution will move from Phase 1A to Phase 1B. 2A is for teachers, grades K
192 through 12. As Fire Chief Burkush said, his staff is helping with the vaccination process at SNHU.

193
194 A. Garron: The Deliberative Session went well, although the turnout was not very good. I want to thank
195 School Superintendent Rearick and his staff for the exceptional job they did with the set-up. It was very
196 well organized and the necessary precautions were taken. Four rooms were set up for distancing, the
197 sound system was good and we were able to Live Stream the session for those who could not attend. I
198 want to thank Town Clerk Todd Rainier, Assistant Moderator Don Riley, and Kathie Donnelly who
199 recorded and transcribed the minutes of the session.

200
201 A. Garron: Old Home Days has been cancelled for 2021; we are hopeful for 2022, which is our
202 bicentennial year as well.

203
204 A. Garron: We have hired a Building Inspector/Code Enforcement Officer, who will start with us on
205 February 16th. It was a long process but we found a good candidate for the position.

206

207 A. Garron: DPW has been working with the Fire Department because the small preemption lights are
 208 not working. These are the small lights which operate when the regular lights are turned off during a fire
 209 or other type of emergency. The State will provide the labor for the installation, which will save the
 210 Town a lot of money.

211
 212 A. Garron: Senate Bill 99 was brought to my attention last week. It would reinstate the 40% Meals &
 213 Lodging Tax distribution to cities and towns in New Hampshire by repealing the suspension of the
 214 catch-up formula. The hearing was on February 8th, and I wrote a letter indicating our support of the bill.
 215 Currently, we get \$741; that amount would increase to \$580,000 if this bill passes. These funds would
 216 go a long way to help with projects and operational costs. The 40% distribution was agreed upon years
 217 ago. This bill would re-establish what should have been.

218
 219 D. Boutin: Is the new Building Inspector going to serve as Code Enforcement Officer too?

220
 221 A. Garron: Yes, he is.

222
 223 R. Duhaime: Have you done anything on the wage study? Do you have an update?

224
 225 A. Garron I have done a lot of work on the wage study It is a very important project. I am gathering the
 226 information now to put together an RFP.

227
 228 **PUBLIC INPUT**

229 None.

230
 231 **NOMINATIONS AND APPOINTMENTS**

232 Chair Sullivan: Mr. Germain, where do we stand on vacancies?

233
 234 Mr. Germain: I can bring that up on the screen for you now. We had a resignation on the TIF Advisory
 235 Board, so we need a new member, someone living in or operating a business in the District. The
 236 Planning Board positions have been filled.

237
 238 Chair Sullivan: We always welcome members to the Bicentennial Committee, and I know we need a
 239 business leader for the Economic Development Committee. The Old Town Hall Preservation
 240 Committee has two members and would like to have more. Parks & Rec and Recycling each need one
 241 more member, and the ZBA is looking for two alternates.

242
 243 **OLD BUSINESS**

244 None.

245
 246 **NEW BUSINESS**

247
 248 **Non-Union Classification Pay Plan Updates**

249
 250 D Fitzpatrick: These updates are housekeeping issues. Because of the new Teamsters Mid-
 251 management Union, the members of the new union have been removed from the non-union list. If you
 252 are looking at the color copy, this is the red section. Those in green have been removed because the
 253 position exists in the Public Works union. Those in blue are amended titles, such as mine, which was
 254 Administrative Services Coordinator and now is Human Resources Coordinator. Also in blue are
 255 reclassified positions. The Code Enforcement Officer (CEO), Grade 16, has been changed from exempt
 256 to non-exempt (hourly). This is based on legal advice we received. The Town Attorney said that the
 257 CEO is interpreting code, not making decisions. This is similar to the Fire Inspector position discussed
 258 at a previous meeting.

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R. Lapierre motioned to approve the updated Classification Pay Plan as presented for effective date February 10, 2021. T. Tsantoulis seconded the motion.
Voted unanimously in favor (9-0).

APPROVAL OF MINUTES

Public: 12/09/2020

Public: 01/13/2021

Public: 01/20/2021

Non-Public: 12/09/2020 (not sealed)

Non-Public: 01/13/2021

D. Boutin motioned to approve the Public minutes of 12/09/2020, 01/13/2021, and 01/20/2021; and the Non-Public minutes of 12/09/2020. T. Tsantoulis seconded the motion.

R. Lapierre: Would you like to include the non-public minutes of 01/13/2021?

C. Karolian: Point of order: The speaker didn't have the floor.

C. Karolian motioned to amend the motion to include the non-public minutes of 01/13/2021.

Chair Sullivan called for a vote on the motion as amended.

Voted unanimously in favor (9-0).

SUB-COMMITTEE REPORTS

C. Karolian: The Recycling and Transfer Committee discussed picking up trash in private communities, specifically Berry Hill. The policy for 18+ years has been that the town will pick up trash in private communities if they sign a waiver. This applies to Berry Hill and others. Second, it was reported that the Recycling and Transfer Division will be purchasing new barrels. Third, the cardboard and paper vendor we have been using retired in December. I put them in touch with vendors I know of in Fitchburg and Wilmington MA. On behalf of Mr. Labonte, Ms. Cummings arranged with the Fitchburg vendor to regularly leave an empty trailer and take the full one, paying about \$25 per ton.

A. Walczyk: The Conservation Commission is working on signs for the Riverwalk Trail. We are also working on the designation of a monarch butterfly location. We would receive free milkweed seeds.

T. Tsantoulis: The Board of Assessors met tonight, and we are caught up on the BTLA settlements. A couple more are coming up.

D. Boutin: What is the BTLA?

T. Tsantoulis: It is the Board of Tax & Land Appeals.

R. Duhaime: The ZBA met last night. I wasn't able to attend, but they discussed the impacts of the Hackett Hill developments, including the failure of the intersection at the bottom of hill. SNHRPC is involved.

Chair Sullivan: The Old Town Hall Preservation Committee will meet next Wednesday at 3:30 pm. Nothing is scheduled for the Heritage Commission. The Bicentennial Committee has met four times and will continue meeting throughout the year. Many activities – large and small – are being planned. The Town Council will do a ‘Bicentennial Minute.’ The School Board will plan some activities. We are arranging to have the Vietnam Moving Wall for four days in May. Saturday, July 02, 2022 is the actual birthday of the town, and we are planning bigger events. We will have a birthday cake, perhaps a Civil War Encampment, a Firemen’s Muster, a recreation of the signing of the town incorporation papers and town photographs. The Committee has reached out to the civic organizations in hopes that they will incorporate the bicentennial theme into their activities in 2022. The Committee is planning on a Battle of the Departments and the official dedication of the Lilac Walking Bridge, perhaps with a couple of signs from Kiwanis, if the town permits. It will be lit up. Another plan is to have red, white and blue striping on the town roads. Another plan is to have open houses and tours of old homes. The Library is planning several bicentennial-themed events, including local authors, bicentennial-themed trivia nights and photo contests. The Governor’s Council may hold one of its meeting here in Hooksett, and we also are planning on concerts and movie nights.

334

335 D. Boutin: Councilor Walczyk, would you explain more about the monarch butterflies?

336

337 A. Walczyk: An area listed as a location or habitat for monarch butterflies gets milkweed seeds to plant, which is what the caterpillars eat. Last year a field was planted with milkweed, but the field was mowed before they milkweed could grow and provide food for the caterpillars, which was unfortunate timing.

340

341 D. Boutin: The *Starbucks* which is opening in three weeks on Hooksett Road is a good example of when it makes sense to issue a CO before all of the landscaping is done.

343

344 PUBLIC INPUT

345 None.

346

347 NON-PUBLIC SESSION #2 NH RSA 91-A:3 II

348

349 ***Chair Sullivan motioned to enter non-public session at 7:29 pm in accordance with the provisions of RSA 91-A:3, II (a) & (c). D. Boutin seconded the motion.***

351

352 RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that he meeting be open, in which case the request shall be granted.*

356

357 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

360

362 **Roll Call Vote #5**

363 ***T. Tsantoulis Aye***

364 ***C. Jones Aye***

365 ***R. Duhaime Aye***

366 ***A. Walczyk Aye***

367 ***R. Lapierre Aye***

368 ***C. Karolian Not present***

369 ***J. Durand Aye***

370 **D. Boutin Aye**
 371 **J. Sullivan Aye**
 372 **Voted in favor (8-0).**
 373

374 Other persons present during non-public session: Town Administrator André Garron and Human
 375 Services Coordinator Donna Fitzpatrick
 376

377 **D. Boutin motioned to leave non-public session and return to public session at 7:37 pm. T.**
 378 **Tsantoulis seconded the motion.**
 379 **Voted unanimously in favor.**
 380

381 **NEW BUSINESS (continued)**
 382 **Fire Chief Contract**
 383

384 **C. Karolian motioned to accept the letter of resignation from Fire Chief James Burkush, with the**
 385 **last day of employment being March 28, 2021 (as initially received by Chair Sullivan on January**
 386 **20, 2021). T. Tsantoulis seconded the motion.**
 387 **Voted unanimously in favor (9-0).**
 388

389 **ADJOURNMENT**
 390

391 **C. Karolian motioned to adjourn at 7:38 pm. T. Tsantoulis seconded the motion.**
 392 **Voted unanimously in favor (9-0).**
 393

394 Respectfully submitted,
 395 *Kathleen Donnelly*
 396 Kathleen Donnelly
 397 Recording Clerk
 398
 399

400 **Please see subsequent meeting minutes for any amendments to these minutes.**
 401
 402
 403
 404
 405
 406
 407

Nonpublic Session Minutes
Hooksett Town Council
Date: 2/10/2021 #2

Not
Sealed

Council Members Present: "X" if present

Chair James Sullivan X
Vice-Chair Timothy Tsantoulis X
Secretary James Durand X
Alex Walczyk X
Cliff Jones X
Clark Karolian Not present at start - back in room 17:32
Roger Duhaime X
Randall Lapierre X
David Boutin X

Motion to enter Nonpublic Session made by Sullivan seconded by Boutin

Specific Statutory Reason cited as foundation for the nonpublic session:

X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

X RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

____ RSA 91-A:3 II (I) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll Call vote to enter nonpublic session: YES OR NO Roll Call #5

Tsantoulis (Y)N
Jones (Y)N
Duhaine (Y)N
Walczyk (Y)N
Lapierre (Y)N
Karolien ~~YN~~ left room
Durand (Y)N
Bowlin (Y)N
Sullivan (Y)N

(8-0)

Remove public meeting tape (if applicable).

Entered nonpublic session at 7:29 a.m./p.m. (p.m.)

Other persons present during nonpublic session: André Garron, Town Administrator and Donna Fitzpatrick, Human Resource Coordinator (HR)

Description of matters discussed and final decisions made:

(A)(C) Discussion #1 - Fire Chief James Burkush - Contract #16 + resignation effective 03/08/2021

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by Bowlin, seconded by Tsantoulis.

Motion: PASSED / DID NOT PASS (circle one) (9-0)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Public session reconvened at 7:37 a.m./(p.m.)

Motion made to seal these minutes? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely would...

- _____ Affect adversely the reputation of any person other than a member of this board
- _____ Render a proposed action ineffective
- _____ Pertains to preparation or carrying out of actions regarding terrorism

Not Sealed

Roll Call Vote to seal minutes: yes or no

_____ Y N
 _____ Y N
 _____ Y N
 _____ Y N
 _____ Y N
 _____ Y N
 _____ Y N
 _____ Y N
 _____ Y N

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: Donna J. Fitzpatrick